

MICHIGAN PROFESSIONAL ENGINEER LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a professional engineer license)

APPLICATION AND FEES

- ☐ Online Application for a Professional Engineer License - Complete all fields, answer all questions and upload any supporting documentation.
- ☐ Online applications can be completed by visiting www.michigan.gov/miplus
- ☐ 2 year license fee – (Must be paid by Visa, Mastercard, or Discover credit or debit card)
 - Professional Engineer New or Reciprocal Application – \$115.00
 - Relicensure Application – \$135.00
 - Renewal Fee – \$80.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- ☐ Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- ☐ Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or you do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ☐ If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

ADDITIONAL REQUIREMENTS FOR LICENSURE

- ☐ **NCEES Council Record** – If you hold a license in another state, you may request a transmittal of your NCEES Council Record by contacting NCEES at 1-800-250-3196 or by visiting www.ncees.org. You may also choose to upload certain documents as indicated below.

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- ☐ **Professional Education** – You may upload copies of official transcripts during *Step 3: Supporting Documentation* of the online application that confirm the completion of a bachelor's degree in engineering from an ABET-EAC or CEAB-accredited program. ETAC-accredited programs are not acceptable. Applicants without an accredited degree may obtain an evaluation by a NACES evaluation provided or NCEES. Contact NCEES at 1-800-250-3196 or www.ncees.org or visit www.naces.org for a list of NACES members. You cannot upload copies of evaluations. Evaluations must be received by our office from the evaluation service.
- ☐ **Experience Requirement** – Upload copies of completed experience forms documenting professional experience under the current administrative rules. Four years of experience is granted for an acceptable bachelor's degree. One additional year of experience is granted for a post-baccalaureate degree in engineering. Experience shall be granted for only 1 post-baccalaureate degree. You must document 8 years of experience in total. The form and requirements of the current administrative rules can be found below under **HELPFUL RESOURCES AND FORMS**.
- ☐ **Examination Requirement** – You must pass the Fundamentals of Engineer (FE) and the Principles and Practices of Engineering (PE) (the Structural Exam (SE) is accepted in lieu of the PE exam) exams administered by NCEES. You do not need to obtain department-approval before scheduling any of the exams. For NCEES exam information and scheduling, contact NCEES at 1-800-250-3196 or www.ncees.org. To notify the department of your NCEES exam results, please upload the month and year you passed the NCEES exams during *Step 3: Supporting Documentation* of the online application. We will then obtain your exam results from NCEES.

NOTE: If you qualify for a waiver of your FE exam, please submit documents as outlined in the current administrative rules.

RELICENSURE (REQUIREMENTS FOR A LAPSED MICHIGAN PROFESSIONAL ENGINEER LICENSE)

- ☐ **Lapsed for less than 3 years** after the expiration date of the license must submit the following:
 - Relicensure application and fee. Relicensure Application – \$135.00
 - Proof of at least 15 hours of continuing education that was completed during the 12-month period immediately preceding the date of the relicensure application. Continuing education must be in activities and subjects approved under the current administrative rules.
- ☐ **Lapsed for 3 years or more** after the expiration date of the license must submit the following:
 - Relicensure application and fee. Relicensure Application – \$135.00
 - Proof that you meet current licensure requirements by arranging for the transmission of your NCEES Council Record.

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- Proof of at least 30 hours of continuing education completed during the 24 months immediately preceding the date of the relicensure application. Continuing education must be in activities and subjects approved under the current administrative rules.

RENEWAL REQUIREMENTS CHECKLIST

Online Application for Professional Engineer License Renewal – Can be completed by visiting www.michigan.gov/miplus.

- ☐ Professional Engineer Renewal Application Fee – \$80* (Must be paid by Visa, Mastercard, or Discover credit or debit card).
- ☐ Renewal Cycle – 2 years.

*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

- ☐ Continuing Education – You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. You must have completed 30 hours of continuing education that was completed during the 24 months immediately preceding the license expiration date. Of the 30 hours, at least 2 hours of continuing education must be earned in ethics, as it relates to professional engineering. Continuing education must be in activities approved under current administrative rules.
- ☐ Accept Renewal Attestation

HELPFUL RESOURCES AND FORMS

- ☐ By visiting www.michigan.gov/occupationallicense and clicking on the professional engineer link you can access the following helpful resources and forms:

Resources:

- ☐ [Michigan Occupational Code](#)
- ☐ [Administrative Rules for Professional Engineers](#)

Forms:

- ☐ [Experience Form](#)

- ☐ Track continuing education using CE Broker - The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).